



U.S. DEPARTMENT OF  
**ENERGY**

OFFICE OF  
ENVIRONMENTAL  
MANAGEMENT

# **Portsmouth Infrastructure Support Services Draft Request For Proposal Pre-Solicitation Conference DE-SOL-0006421**

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**Wilmari Delgado**  
*Contracting Officer*

**Joel Bradburne**  
*Portsmouth Site Lead*

**July 15, 2014**

# Welcome and Purpose

- Ensure you have signed-in.
- Brief discussion of facilities.
- Purpose of the Pre-Solicitation Conference and Site Tour:
  - Provide information to potential Offerors.
  - Emphasize certain important aspects of the Draft RFP.
  - Visualize physical descriptions included in the Performance Work Statement (PWS).
  - Allow Offerors to gain a better understanding of the Portsmouth Infrastructure Support Services Draft RFP.

# Logistics/Ground Rules

- Oral questions are not allowed. DOE will not answer any questions during the pre-solicitation conference or site tour.
- 3x5 cards are provided for written comments
- Please submit comments by the end of the session in the cards provided and/or submit comments in writing to the following address: [PortsISS@emcbc.doe.gov](mailto:PortsISS@emcbc.doe.gov) by July 31, 2014.

# Logistics/Ground Rules

- No audio or video recording is permitted.
- Briefing slides, attendee list and tour script will be posted on the website.
- The written terms and conditions of the Final RFP, once released, will govern over any information presented today. Information provided today is at a summary level and subject to change.

# Agenda

- **Site History, Project Background, and Technical Topics – Joel Bradburne, *Portsmouth Site Lead***
  - Site History
  - DOE Missions
  - Portsmouth Site Interfaces
  - Performance Work Statement
- **Acquisition Specifics – Wilmari Delgado, *Contracting Officer***
  - Overview of the Acquisition Process
  - Overview of the Draft RFP

# Site History, Project Background, and Technical Topics

*Joel Bradburne, Portsmouth Site Lead*



# Portsmouth Site Overview



- 3,777-acre federal reservation in rural Pike County.
- Located 75 miles south of Columbus, Ohio
- Largest employer in rural Southern Ohio - 2,400 workers
- **1950s** - GDP constructed for purpose of supplying both highly enriched uranium (HEU) and low enriched uranium (LEU) for defense purposes and commercial nuclear fuel sales
- **1989** - USEPA Consent Order and Ohio Consent Decree
- **1991** - produced only LEU for commercial power after 1991
- **1992** - EPA Act initiated privatization of DOE's uranium enrichment enterprises
- **1998** - USEC privatized
- **2001** - USEC ceased GDP enrichment operations
- **2001** - Cold Standby initiated
- **2003** - EM Portsmouth Paducah Project Office established
- **2004** - USEC selects Portsmouth for new enrichment technology and American Centrifuge Plant
- **2004** - DUF6 Construction Start
- **2005** - Cold Shutdown initiated
- **2007** - Approval to proceed with D&D acquisitions
- **2009** - DUF6 Construction Complete
- **2009** - Facility Services Contract Awarded
- **2010** - DUF6 Commenced "Hot" Operations
- **2010** - D&D Contract Awarded
- **2011** - USEC GDP Transition to DOE

## DOE Missions at Portsmouth Site:

- Owner/Landlord
- Environmental Cleanup
- Disposal of Waste
- D&D of Surplus Facilities
- Storage and Conversion of DUF<sub>6</sub>





# Landfills and Capped Soil Contamination Areas – Regulated Areas



► Existing capped or closed landfills and capped soil contamination areas

► About 94 acres total

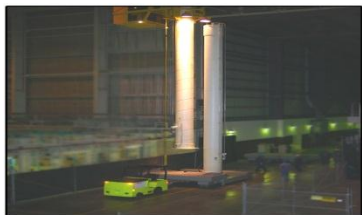
► 16 individual sites in 5 general areas

# Five On-Site Groundwater Plumes





# Multiple Tenants/Missions Today



**USEC Commercial  
American Centrifuge  
Plant**

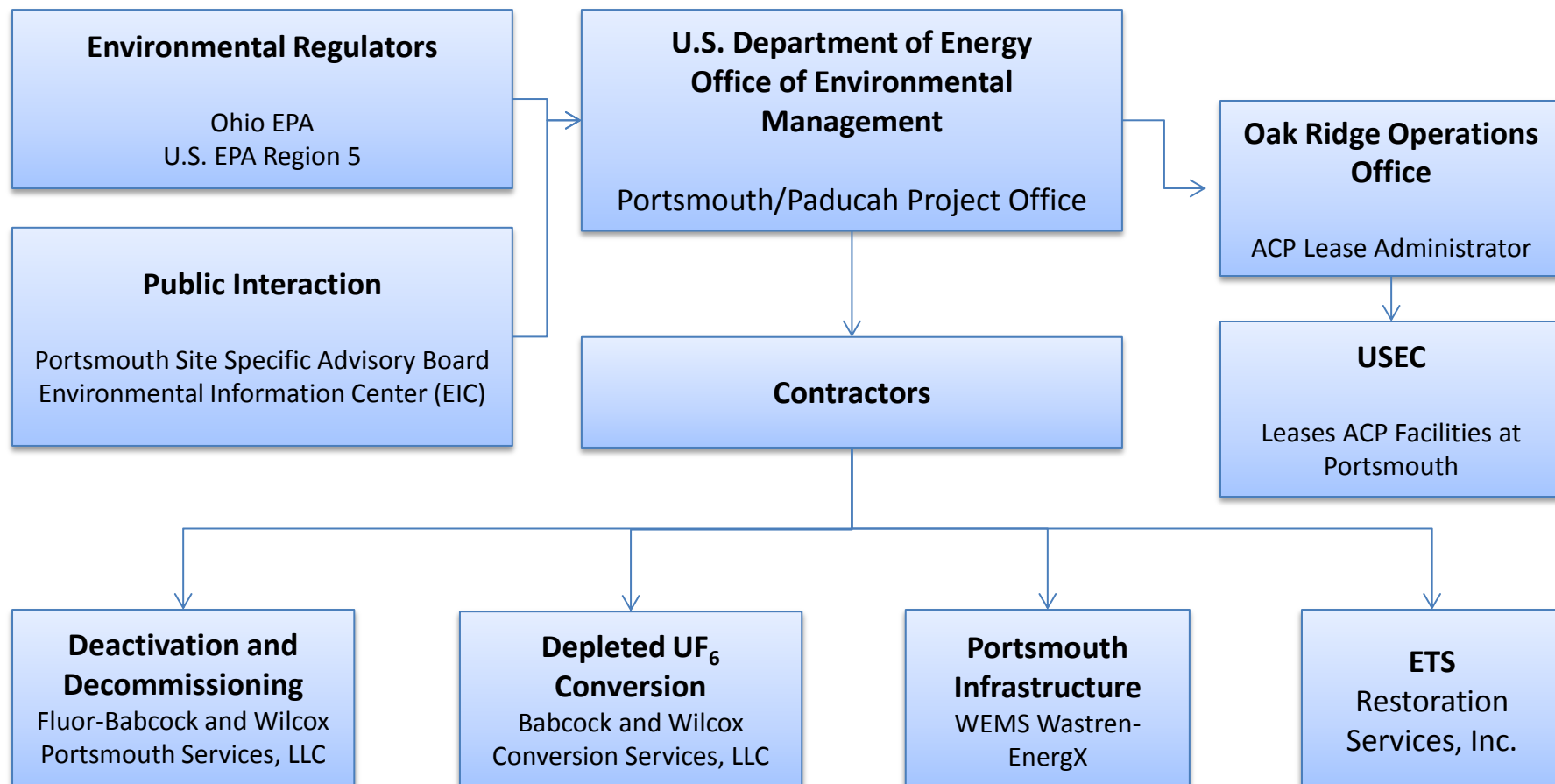


**DUF<sub>6</sub> Conversion  
Plant Operations**

**Cold Shutdown,  
Transitioning, or D&D**

**Remediation Projects**

# Portsmouth Site Interfaces





# Performance Work Statement

The PWS includes five sections. Section C.1.0 contains information that is relevant to the entire scope of the Contract. Section C.2.0 contains project management and administration requirements that are relevant to the firm-fixed-price scope of the Contract. Sections C.3.0, C.4.0, and C.5.0 contain the technical information and requirements specific to the firm-fixed-price (including fixed unit rate), cost reimbursement, and Indefinite Delivery/Indefinite Quantity (IDIQ) work, respectively.

C.1.0 General Information

C.2.0 Management and Administration

C.3.0 Firm-Fixed-Price Work

C.4.0 Cost Reimbursement Work

C.5.0 IDIQ Work

# Performance Work Statement

## C.1.0 General Information:

### C.1.1 Project Location and Background Information

- Site location, history, background, and interfaces.

### C.1.2 Goals and Objectives

- Perform infrastructure work in accordance with Federal, State, and local laws and regulations, Executive Orders, DOE Orders, Agreements, and Orders.

### C.1.3 Contractor Performance and Key Requirements

- Furnish all personnel, facilities, equipment, materials, services and supplies (except as set forth in the Contract to be furnished by the Government), and otherwise do all things necessary to accomplish work in a safe, compliant, efficient, integrated, and effective manner.

### C.1.4 Technical Documents, Exhibits, and Other Attachments

- To further define requirement and quantities of work within Section C, the Government has provided additional data in Section J, Attachment J-8, Technical Documents, Exhibits, and Other Attachments.
- This data includes inventories, maps, tables, listings, historical workload, and performance standards.

# Performance Work Statement

## C.2.0 Management and Administration:

### C.2.1 Administration

- Responsible for general administration, including management of interfaces and operations administration.

### C.2.2 ESH&Q Program

- Responsible for worker safety and health, integrated safety management system, occupational radiation protection program compliance, emergency management, quality assurance, and contractor assurance system.

### C.2.3 Engineering

- Engineering support required to perform the PWS.

# Performance Work Statement

## C.2.0 Management and Administration (continued):

### C.2.4 Project Management

- Establish, maintain, and use a performance measurement system that accurately records and reports the Contract performance against the requirements of the Contract, aligns with the prices in Section B, and is consistent with DOE and EM policies and guidance for operations activities.
- No EVMS reporting is required.
- Comply with EM Operations Activities Protocol (3/15/12).

### C.2.5 Property Management

- Responsible for managing real and personal property.



# Performance Work Statement

## C.3.0 Firm-Fixed-Price Work:

### C.3.1 Contract Transition

- Anticipated transition period of 60 days.
- Key Personnel on site during the transition period.
- Transition Plan submitted to DOE for approval 15 days after the Notice to Proceed.

# Performance Work Statement

## C.3.0 Firm-Fixed-Price Work (continued):

### C.3.2 Safeguards and Security

- Serve as the Portsmouth Site Contractor Cognizant Security Authority (CCSA) responsible for administering the Safeguards and Security (S&S) program for all DOE personnel, prime contractors, and others having official business on the Portsmouth GDP site.
- Work scope includes programmatic security functions; including S&S program management operations, physical protection activities, information security, personnel security, the material control and accountability program (oversight), and the foreign visits and assignments program.
- Not responsible for providing protective force.

# Performance Work Statement

## C.3.0 Firm-Fixed-Price Work (Continued):

### C.3.3 Computing, Telecommunication, and Cyber Security

- Maintain the computing and telecommunication infrastructure capabilities at the Portsmouth Site.
- Work scope includes Information Technology (IT) and telecommunication functions, including cyber security, telecommunications, and IT support and services.

### C.3.4 Operations and Management of Assets

C.3.4.1 Property Management Services – Includes specific property review, relocation, and fleet reporting services.

# Performance Work Statement

## C.3.0 Firm-Fixed-Price Work (Continued):

C.3.4.2 Maintenance Management – Applicable to Sections C.3.4.3 through C.3.4.5.

Computerized Maintenance Management System (CMMS) is required.

Level I – Preventative Maintenance (PM)

- Minimize future repairs and keep each system or component operating properly.
- Preventive Maintenance and Operation Plan, records maintenance, and reporting required.



# Performance Work Statement

## C.3.0 Firm-Fixed-Price Work (Continued):

C.3.4.2 Maintenance Management – Applicable to Sections C.3.4.3 through C.3.4.5.

### Level II – Service Orders

- Responsible for Level II service work up to \$10,000 (including direct labor and material costs only) limited to facility maintenance per job as part of the basic contract firm-fixed-price.
- Service orders over this threshold may be covered under an IDIQ task order.
- Required to provide capability to receive, process, and track completion of service orders.
- Level II Maintenance Categories/Priorities – Emergency, Urgent, and Routine.

# Performance Work Statement

## C.3.0 Firm-Fixed-Price Work (Continued):

### C.3.4.3 Maintenance of Buildings, Structures, Installed Equipment, and Furnishings

- Includes maintenance, repair, replacement, and minor construction of buildings and structures, related systems, equipment and furnishings.
- Section J, Attachments J-15 and J-8 files will specify the responsibility assignments by facility, as well as the characteristics for facilities for surveillance and maintenance.

### C.3.4.4 Paved, Gravel and Earth Roads, and Yards

- Inspection, maintenance, and repair of roadways, surfaced areas, and support facilities.

### C.3.4.5 Grounds-Erosion, Storm Damage Repair

- Provide repair services for significant soil erosion and response to severe storm damage affecting site operations.
- Provide inspection and erosion control services such as seeding, strawing, topsoil backfill and/or apply matting in maintained areas.

# Performance Work Statement

## C.3.0 Firm-Fixed-Price Work (Continued):

### C.3.5 FACILITY SERVICES (CUSTODIAL, SNOW/ICE ABATEMENT, PEST CONTROL, MOWING)

#### C.3.5.1 Custodial Services

- Includes custodial/janitorial services to ensure facilities are clean, sanitary and sightly.
- Section J, Attachment J-8 files will specify the responsibility assignments by facility, as well as a listing of facilities and associated service levels and required cleaning frequencies.

#### C.3.5.2 Grounds Maintenance

- Primarily grass cutting, edging, and grass trimming.
- Performance based specifications (e.g. height requirements) are provided based on mowing zones, and mowing zones are identified in the mowing zone map (Section J, Attachment J-8 file).

#### C.3.5.3 Snow and Ice Prevention/Removal

- De-icing and anti-icing from facilities to provide secure footing and safe driving conditions.
- Performance based specifications, including maintenance of roads and walkways free and clear of snow and ice within specified time frames and below certain height levels at all times.

# Performance Work Statement

## C.3.0 Firm-Fixed-Price Work (Continued):

### C.3.5.4 Pest Control Services

- Pest control activities utilizing integrated pest management techniques.
- Pest control in all assigned grounds areas .

### C.3.6 Records Management and Document Control

- Establish and implement a records management program for managing historical records and newly generated records in all formats.

### C.3.7 Mail, Shipping, and Receiving Services

- Provide US mail, shipping and receiving services to DOE and other onsite contractors.

### C.3.8 Environmental Information Center (EIC) Operations

- Staff the EIC during specified hours, as well as manage and maintain the DOE EIC Online Document Repository.

# Performance Work Statement

## C.3.0 Firm-Fixed-Price Work (Continued):

### C.3.9 Training Services

- Provide specified training courses for personnel at the Portsmouth GDP. Required training courses and projected training workload will be provided as Section J, Attachment J-8 files.

### C.3.10 Energy Employees Occupational Injury Compensation Program Act (EEOICPA)

- Verify the existence of employment histories and availability of records, if any.
- Provide medical records, radiation dose records, and any other records related to or pertinent to the condition or case for any individual.
- Fixed Unit Rates are established in Section B for EEOICPA activities under Section C.3.10.

### C.3.11 Contract Closeout

- Includes all actions necessary to close out the contract.



# Performance Work Statement

## C.4.0 Cost Reimbursement Work:

Unless specifically included in PWS Section C.4.0, all Contract requirements are included in the firm-fixed-price, fixed unit rate, or IDIQ CLINs. The cost reimbursement CLIN includes the following specific cost reimbursement items. No direct labor costs, indirect costs, or fee shall be paid in addition to cost reimbursement items included in PWS Section C.4.0.

- C.4.1 Pension Funding Payments and Retiree Medical
- C.4.2 Replacement of Government Furnished Property (in accordance with FAR 52.245-1, “Government Property”)

# Performance Work Statement

## C.5.0 IDIQ Work:

- Contract requirements that cannot be defined or quantified in sufficient detail or frequency, or which are beyond the scope of a service order.
- Section J Exhibit Line Item Numbers (ELINs) established and priced through the competitive award for anticipated IDIQ work.
- IDIQ work will be ordered by the Government under Task Orders issued pursuant to the Section H clause entitled, "Task Ordering Procedure."
- Task Order pricing will correspond with established ELINs as applicable. Otherwise, a proposal will be required from the Contractor in accordance with the Section H clause.
- IDIQ Task Orders may be either firm-fixed-price or cost reimbursement.
- The period of performance will be specified under each Task Order.

# Performance Work Statement

## Section J, J-8 Attachments – Technical Documents, Exhibits, and Other Attachments:

- Complete J-8 Attachments will be provided with the Final RFP. Table of Contents, and specific individual attachments included in draft form as part of the Draft RFP.

# Performance Work Statement

- J-8 Attachments include (but not limited to):
  - Listing of Facilities Responsibility Matrix (J-15)
  - Quality Assurance Surveillance Plan
  - Historical Listing of Positions Requiring Clearances
  - Security Services Workload History
  - Security Performance Level Standard
  - Automated Access Control System Listing
  - Information Technology Service Matrix
  - Information Technology System Application Inventory & Workload History
  - Communications System Description
  - IT/Telecommunications Performance Level Standard
  - Characteristics of Facilities for Surveillance and Maintenance
  - Grounds Performance Level Standard
  - Mowing Zone Map
  - Custodial Facilities Description and Service Level
  - Custodial Service Level Frequency Description
  - Records Management Workload History
  - Records Performance Level Standard
  - Shipping and Receiving Workload Data
  - Shipping and Receiving Performance Level Standard
  - Training Courses and Workload Data



# Interface Matrix

## SUMMARY GOVERNMENT FURNISHED SERVICES / INTERFACE REQUIREMENTS MATRIX

Service	ISS Contract	D&D Contractor	ISS Service to Others
Waste Disposal	Notify and coordinate with D&D.	Provides waste disposition.	
Health Physics/ Industrial Hygiene Health and Safety Services and Equipment	Receives services from D&D contractor.	Provides service.	
Utilities, Emergency Management	Provides information and support.	Provides Emergency Management services. Provides utilities, water, power, sewer	
Security Services	Provides security management services to DOE and DOE contractors.		DOE, ETS, DUF6, ACP
Protective Force Services		Provide services to all site entities.	
Mail, Shipping and Receiving Services	Responsible to provide shipping and receiving services.	Receives shipping and receiving services from ISS.	ETS, DOE
Records Management and Document Control	Provides for Records Management services.	Turnover records to ISS.	ACP
Cyber Security	Provides service to D&D contractor.		
IT Services	Provides service to D&D contractor.		DOE, ETS
Laundry Services	Receives services from D&D contractor.	Provides service.	
Training Service	Provides training service to D&D contractors, DOE, and other site users.	Receives service from FSS. Provides D&D specific training. Provides ES&H training to DOE and ETS.	ETS, DOE, visitors
Telecommunications	Provides service to D&D contractor.	Receives service.	DOE, ACP



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# Acquisition Specifics

***Wilmari Delgado, Contracting Officer***

# Acquisition Process

- Draft RFP issued on July 2, 2014.
  - Industry is encouraged to comment on the Draft RFP; and comments are due by July 31, 2014.
  - DOE will consider comments received in response to the Draft RFP to prepare the Final RFP.
  - DOE does not anticipate that responses to any verbal or written questions or comments will be posted.
- The Final RFP is expected to be issued in September/October 2014.
  - Once the Final RFP is issued, questions and answers will be posted to the procurement website at:  
<https://www.emcbc.doe.gov/SEB/PortsmouthISS/>



# Acquisition Process

- This procurement will be conducted as a set-aside for small businesses under North American Industry Classification System (NAICS) Code 561210, Facilities Support Services. The size standard for NAICS Code 561210 is \$35.5M.
- DOE will only accept proposals from small businesses that do not exceed the small business size standard of \$35.5M under NAICS code 561210, Facilities Support Services, at the time proposals are due.
- Evaluation and award of the contract will be conducted in accordance with source selection procedures in FAR Part 15.3.

# Acquisition Process

- Industry will have approximately 30 to 60 days from the date the Final RFP is released to prepare and submit their proposal to DOE.
- The proposal shall consist of three physically separate volumes:
  - Volume I – Offer and Other Documents
  - Volume II – Technical Proposal
  - Volume III – Price Proposal
- Minimum Proposal Acceptance Period will be 360 days after due date for receipt of proposals.
- Government intends to award a contract without discussions to the Offeror submitting the proposal determined to represent the best value—the proposal most advantageous to the Government, price and other factors considered.

# RFP Overview

- Sections A – J of the Final RFP will become the resultant contract.
  - Section A consists of Standard Form 33 which must be signed by an authorized representative of the Contractor as part of the proposal.
  - Becomes a fully-executed contract when the SF 33 is signed by the Government within the Minimum Proposal Acceptance Period (360 days).
- Section K will be incorporated by reference into the contract.
- Sections L and M contain the proposal preparation instructions and the basis for evaluation and award.

# RFP Overview – Section B

- Transition Period: 2 months.
- Basic term of the contract is Ten-months with Four- one (1) year option periods.
- Contract contains Firm-Fixed-Price (FFP), Cost Reimbursement (CR), and IDIQ Contract Line Items (CLINs). The contract pricing is structured into 21 CLINs, and the Section B CLINs are supported by Section J Exhibit Line Item Numbers (ELINs). The transition period is covered by CLIN 0001 and contract closeout is covered by CLIN 0002. The base period is covered by CLINs 0101, 0201, 0301, 0401, and 0501. Each of the four one-year option periods is likewise covered by five CLINs, as follows:

Period	Firm-Fixed-Price (Operations)	Firm-Fixed-Price (Security)	Fixed Unit Rate (EEOICPA)	Cost Reimbursement	IDIQ
Transition Period	0001				
Base Period	0101	0201	0301	0401	0501
Option Period 1	0102	0202	0302	0402	0502
Option Period 2	0103	0203	0303	0403	0503
Option Period 3	0104	0204	0304	0404	0504
Option Period 4	0105	0205	0305	0405	0505
Closeout	0002				



# RFP Overview – Section B

## Firm-Fixed-Price CLINs:

- Operations CLINs [PWS Elements C.3.1, C.3.2, C.3.4 (excluding C.3.4.1), C.3.5, C.3.6, C.3.7, C.3.8, C.3.9, C.3.10, and C.3.12]

CLIN	ELIN	Period	Quantity	Unit of Measure	Total Firm-Fixed-Price
0001	N/A	Transition (C.3.1)	1	60 Days	[Contractor Fill-in]
0101	A101-A114	Base Period	10	Months	[Contractor Fill-in]
0102	B101-B114	Option Period 1	12	Months	[Contractor Fill-in]
0103	C101-C114	Option Period 2	12	Months	[Contractor Fill-in]
0104	D101-D114	Option Period 3	12	Months	[Contractor Fill-in]
0105	E101-E114	Option Period 4	12	Months	[Contractor Fill-in]
0002	N/A	Closeout (C.3.12)	1	N/A	[Contractor Fill-in]

# RFP Overview – Section B

## Firm-Fixed-Price CLINs:

- Security CLINs [PWS Elements C.3.3, C.3.4.1]

CLIN	ELIN	Period	Quantity	Unit of Measure	Total Firm-Fixed-Price
0201	A201-A202	Base Period	10	Months	[Contractor Fill-in]
0202	B201-B202	Option Period 1	12	Months	[Contractor Fill-in]
0203	C201-C202	Option Period 2	12	Months	[Contractor Fill-in]
0204	D201-D202	Option Period 3	12	Months	[Contractor Fill-in]
0205	E201-E202	Option Period 4	12	Months	[Contractor Fill-in]

# RFP Overview – Section B

## Fixed Unit Rate CLINs:

- EEOICPA CLINs [PWS Element C.3.11]
  - EEOICPA Verification – C.3.11, Item 1
  - Records Response – C.3.11, Item 2

CLIN	ELIN	Period	Description	Estimated Quantity	Unit of Measure	Fixed Unit Rate	Total Price
0301	A301 - A302	Base Period	EEOICPA Verification	1000	Each	[Contractor Fill-in]	[Contractor Fill-in]
			Records Response	1000	Each	[Contractor Fill-in]	[Contractor Fill-in]
0302	B301 - B302	Option Period 1	EEOICPA Verification	500	Each	[Contractor Fill-in]	[Contractor Fill-in]
			Records Response	500	Each	[Contractor Fill-in]	[Contractor Fill-in]
0303	C301 - C302	Option Period 2	EEOICPA Verification	500	Each	[Contractor Fill-in]	[Contractor Fill-in]
			Records Response	500	Each	[Contractor Fill-in]	[Contractor Fill-in]
0304	D301 - D302	Option Period 3	EEOICPA Verification	500	Each	[Contractor Fill-in]	[Contractor Fill-in]
			Records Response	500	Each	[Contractor Fill-in]	[Contractor Fill-in]
0305	E301 - E302	Option Period 4	EEOICPA Verification	500	Each	[Contractor Fill-in]	[Contractor Fill-in]
			Records Response	500	Each	[Contractor Fill-in]	[Contractor Fill-in]

# RFP Overview – Section B

## Cost Reimbursement CLINs:

CLIN	ELIN	Period	Estimated Cost
<b>0401</b>	A401-A402	Base Period	[To Be Provided by DOE]
<b>0402</b>	B401-B402	Option Period 1	[To Be Provided by DOE]
<b>0403</b>	C401-C402	Option Period 2	[To Be Provided by DOE]
<b>0404</b>	D401-D402	Option Period 3	[To Be Provided by DOE]
<b>0405</b>	E401-E402	Option Period 4	[To Be Provided by DOE]

No fee associated with cost reimbursement CLINs.

## IDIQ CLINs:

CLIN	ELIN	Period
<b>0501</b>	A501-A512	Base Period
<b>0502</b>	B501-B512	Option Period 1
<b>0503</b>	C501-C512	Option Period 2
<b>0504</b>	D501-D512	Option Period 3
<b>0505</b>	E501-E512	Option Period 4

The Government may issue firm-fixed-price and/or cost reimbursement Task Orders depending on the nature of the requirement for the delivery of work.

The minimum ordering guarantee for the IDIQ CLINs is \$50,000. The maximum quantity of supplies or services the Government will acquire under the IDIQ CLINs has not yet been determined, but this amount will be included in the Final RFP.



# RFP Overview – Section B

## Correlation between Section B CLINs and Section J ELINs (FFP and CR):

CLIN	ELIN	Period	Quantity	Unit of Measure	Total Price
0101	A101-A114	Base Period	10	Months	[Contractor Fill-in]



The total price of the Section J ELINs shall equal the Section B CLIN price.

CLIN 0101 - FIRM-FIXED-PRICE (OPERATIONS)		
ELIN	Description	Total
A101	C.3.3.2 Telecommunications	\$ -
A102	C.3.3.3 IT Support and Services	-
A103	C.3.4.1 Property Management Services	-
A104	C.3.4.3 Maintenance of Buildings, Structures, Installed Equipment, and Furnishings	-
A105	C.3.4.4 Paved, Gravel and Earth Roads, and Yards	-
A106	C.3.4.5 Grounds Maintenance	-
A107	C.3.5.1 Custodial Services	-
A108	C.3.5.2 Grounds Maintenance	-
A109	C.3.5.3 Snow and Ice Prevention/Removal	-
A110	C.3.5.4 Pest Control Services	-
A111	C.3.6 Records Management and Document Control	-
A112	C.3.7 Mail Services, Shipping and Receiving	-
A113	C.3.8 Environmental Information Center Operations	-
A114	C.3.9 Training Services	-
Total CLIN 0101 ELINs:		\$ -



PWS C.2.0 does not have matching ELINs, but is rather considered to be part of the fully-burdened price.

# RFP Overview – Section B

## Correspondence between Section B CLINs and Section J ELINs (IDIQ):

CLIN	ELIN	Period
0501	A501-A512	Base Period

ELIN	Description	Description Extended	Estimated Quantity	Unit of Issue	Unit Price	Extended Price
A501	Chain Link Fencing	<p>The Contractor shall provide all labor and materials to replace and/or install new chain link fencing.</p> <p>[Specification to be inserted]</p> <p>Work shall be completed within 60 calendar days or as specified on the task order.</p>	1,000	LF	\$ -	\$ -
A503	Grass Cutting, Special Event	<p>The Contractor shall provide all labor and materials to cut grass. Grass shall be mowed and trimmed to a uniform height of three inches. Clippings and debris shall be removed.</p> <p>Complete all work within three calendar days.</p>	200	AC	-	-
A509	Engineering Support	<p>Provide additional engineering support services, which may include, but are not limited to, site excavation/penetration permits, drafting services, and general engineering support.</p>	10,000	HOUR	-	-

The total proposed price of the Section J IDIQ ELINs for the base and option periods is part of the evaluated price (Section M).

# RFP Overview – Section B

## Task Orders to be Issued Under the IDIQ CLIN:

- The IDIQ CLIN captures requirements which cannot be defined or quantified in sufficient detail or frequency to be included in the firm fixed-price CLIN, or which are beyond the scope of a service call (as defined in paragraph C.3.5.2).
- IDIQ task order work may include, but is not limited to, the task listings, descriptions, and related requirements per the IDIQ ELINs.
- Services of such personnel and/or completion of specific tasks shall be performed by the Contractor at the rates identified in Section J, Attachment J-10. If IDIQ task orders require additional positions and/or tasks, the Government and the Contractor may negotiate the additional associated rates.
- IDIQ work will be ordered by the Government under Task Orders issued pursuant to the Section H clause entitled “Task Ordering Procedure.” The period of performance will be specified in each order. Performance standards for IDIQ work will be the same as those in PWS Section C.3.0 where applicable, unless otherwise stated.

## Fixed-Price Inspection of Services Clause (FAR 52.246-4):

### Inspection and Acceptance

- The Contractor shall provide and maintain an acceptable inspection system.
- The Government has the right to inspect and test all services.
- If any services do not conform with Contract requirements, the Government may require re-performance at no increase in Contract price. When defects in services cannot be corrected by re-performance, the Government may require Contractor action to ensure acceptable future performance and reduce the contract price to reflect the reduced value of the services performed.

The Government's Quality Assurance Surveillance Plan is expected to be included in the Final RFP as an attachment to Section J.



## Deliveries or Performance:

### Transition Period

- The Contract transition period will be a 60 day period of time from the date of the Notice to Proceed (NTP) to the date that the Contractor assumes full responsibility for the Contract.

### Contract Term

- The base period of performance for the work specified in Section C, PWS, of this Contract is ten months.
- The contract includes four one-year option periods that may be exercised unilaterally in accordance with FAR 52.217-9, “Option to Extend the Term of the Contract.”

## Section H- Highlights of Special Contract Requirements

- The Contractor Human Resource Management (CHRM) clauses are under development, and are not included in the Draft RFP. These Section H clauses are expected to be included in the Final RFP.
- H.13 Task Ordering Procedure:
  - The CO may issue firm-fixed-price and/or cost reimbursement task orders under the IDIQ CLINs.
  - For work to be ordered that is priced as a Section J, Attachment J-10 ELIN, a proposal from the Contractor may not be necessary. The ELIN fixed unit rates/prices are applicable to the pricing of firm-fixed-price task orders, and the CO may issue a task order based on the ELIN fixed unit rates.
  - For work not priced under a Section J, Attachment J-10 ELIN, the CO shall provide the Contractor with a Request for Task Proposal (RTP).
  - Proposals will be reviewed by DOE, and discussions/negotiations will take place as necessary.

## H.27 Key Personnel:

- The Key Personnel for this Contract include at a minimum the Project Manager and the Security Manager.
- The Offeror may propose up to two additional Key Personnel that are critical to the overall performance of the Contract.
- Letters of commitment for a period of not less than one year (including the transition period) are required for each proposed Key Personnel (Section L, Attachment L-2). This period of time is commensurate with the transition period and the base period of performance.
- Contract price reductions (\$50,000 for the Project Manager and \$25,000 for all other Key Personnel) for changes to Key Personnel within one year of being placed in the position, notwithstanding approval by the CO.

## Representations, Certifications, and Other Statements of Offerors:

- Offerors shall complete and submit all of the fill-in information provided in Section K.
- Failure to provide the requested information may make the offer unacceptable for award.



## Volume I – Offer and Other Documents

- Cover Letter
- Signed Standard Form (SF) 33
- Any required fill-in information. For example:
  - Completed Section B.3, *Contract Pricing*
  - Representations, Certifications, and Other Statements of the Contractor (Section K)
  - Organizational Conflicts of Interest Disclosure
  - Information related to Joint Ventures and/or LLCs and/or Any Other Teaming Arrangement
- Completed Attachment L-5 Performance Guarantee
- Signed originals of all documents

## **Volume II – Technical Proposal** (75 page limit)

- **Criterion 1, Past Performance**

- Completed Attachment L-3, Past Performance and Relevant Experience Reference Information Form for three contracts or projects for the Offeror, teaming partners, and major subcontractors.
- Forward Attachment L-4, Past Performance Letter and Questionnaire, to the appropriate point of contact for each contract or project cited on an Attachment L-3 form not performed as a prime contractor for DOE EM.

- **Criterion 2, Technical and Management Approach**

- Provide a detailed staffing plan, along with a completed Attachment L-6, Labor Categories and Full-Time Equivalents.
- Completed Attachment L-1, Resume Format (not to exceed four pages)
- Completed and signed Attachment L-2, Letter of Commitment
- Attachment L-1 and Attachment L-2 not included in page limitation

- **Criterion 3, Relevant Experience**

- Completed Attachment L-3, Past Performance and Relevant Experience Reference Information Form for the same three contracts or projects for the Offeror, teaming partners, and major subcontractors referenced for past performance.

## **Volume III – Price Proposal**

Offerors shall propose a price for each Section B CLIN and Section J ELIN (Attachment J-10).

- Section B CLINs correspond to Section J ELINs.
- Before pricing Section B, complete the Section J ELINs, Attachment J-10 Excel spreadsheet. The spreadsheet includes multiple worksheets, which must be completed.
- The completed spreadsheet shall be submitted as part of Volume III in hard copy and electronic format.
- The total price of the Section J ELINs shall equal the Section B CLIN prices for the Firm-Fixed-Price (including Fixed Unit Rate) and Cost Reimbursement CLINs.
- The total price of the Section J ELINs for the IDIQ CLINs shall not be entered into Section B, but will be included as component of the total evaluated price per Section M. Additionally, Section J ELIN unit pricing for the IDIQ CLINs will be utilized for the pricing of IDIQ task orders (firm-fixed-price and/or cost reimbursement).
- The estimated costs for the cost reimbursement Section J ELINs and Section B CLINs will be provided by DOE with the Final RFP.

## Volume III – Price Proposal (continued)

- For informational purposes, historical fringe rates, direct labor rates, and staffing levels are to be provided by DOE on the procurement website in the documents library. The historical fringe rates, direct labor rates, and staffing levels provided apply to Contract DE-CI0000004, and this information is provided merely for informational purposes. Additionally, the current Collective Bargaining Agreement will be provided by DOE.
- Offerors shall demonstrate adequate financial capability, as well as an adequate accounting system.

- **Basis for Contract Award**

The Government intends to make a contract award to the responsible Contractor whose proposal is responsive to the RFP and determined to be the best value to the Government.

- **Overall Relative Importance of Evaluation Criteria – Technical Criteria**

The technical proposals will be adjectivally rated using information submitted by the Offerors on the three technical evaluation criteria below. The technical evaluation criteria, when combined, are more important than the evaluated price.

Criterion 1 – Past Performance

Criterion 2 – Technical and Management Approach

Criterion 3 – Relevant Experience

Criterion 1 and Criterion 2 are equal in importance and are each significantly more important than Criterion 3.



## Overall Relative Importance of Evaluation Criteria - Price

- The Offeror's price proposal will not be point scored or adjectivally rated, but will be evaluated to assess price reasonableness and completeness.
- The Government will evaluate price based on the total proposed price, including basic requirements and all option periods included in Section B.
- The total evaluated price will be equal to the total proposed price for Firm-Fixed-Price CLINs (including the Fixed Unit Rate CLINs) (Section B), the total estimated cost for the Cost Reimbursement CLINs (Section B), and the total proposed price of all ELINs under the IDIQ CLINs (Section J) for the base period and all option periods.

# Tour Logistics

For those individuals participating in the site tour, please report back to the Endeavor Center by 12:00 PM for the Portsmouth Security Briefing and sign in. Site Tour Logistical instructions are as follows:

- Tour participants must have registered for the tour prior to today.
- There are several prohibited/controlled items that are not allowed at the Portsmouth Site. These items are real or simulated firearms and ammunition, stun guns, alcoholic beverages, illegal drugs and paraphernalia, explosives, hand-held weapons, chemical irritants, and items prohibited by state and federal law. Other items not allowed on the tour are copying devices, electronic recording devices, cameras, radios, cellular telephones, blackberries (an emergency number will be available), and knives with blades more than three inches long. Contraband brought to the Portsmouth Site will be confiscated.
- Please also be aware that all hand carried items (packages, briefcases, handbags, purses, etc.) will be subject to inspection. The DOE will not be responsible for securing any items during the tour so it is recommended they be locked in your vehicle. Please keep hand-carried items to a minimum.
- No smoking, no chewing (gum or tobacco products).
- Please note that tour escorts are instructed not to engage in conversation, and will not be answering any questions.

# Closing Remarks

- Draft RFP comment period ends on July 31, 2014.
- Comments may submitted today via the 3x5 inch cards or via the procurement e-mail address at [PortsISS@emcbc.doe.gov](mailto:PortsISS@emcbc.doe.gov).
- Scheduled One-on-One meetings will be held in this room.
- Thank you for attending!